

Arizona Department Of Administration	Agency PROCEDURE <u>A800-M3-S02-P01</u> <u>Rev 0</u>	TITLE: <u>Proxy Exception Request Procedures</u> Effective Date: 12/07/2010
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1. AUTHORITY

- 1.1. The authority for this procedure is based on the ADOA Policy A800 – IT Security and ADOA Standards A800-M3-S02.

2. PURPOSE

- 2.1. The purpose of this Procedure is to institute the steps needed to request exception to proxy rules.

3. SCOPE

- 3.1. This procedure applies to all ADOA departmental business units, including divisions, contractors or other entities using departmental information technology resources and data.

4. PROCEDURE

- 4.1. An agency director, or their designee, obtains from the AIS website the Proxy Exception Request form and completes the form with the following information:

4.1.4. End User Information

4.1.5. Proxy Exception Information

- 4.2. The end user and the agency director, or their designee, each sign the responsibility agreement stating:

- I have accessed the ADOA Policy, Standards and Procedures on the ADOA Intranet at <http://www.azdoa.gov/ais> (or received a printed copy), and have read “A800-M3-S02 – Acceptable Use of ADOA Information Resources”.
- I agree that this access shall only be used for authorized work within the scope, and on behalf, of my organization.
- For non-compliance, all ADOA employees shall be subject to Human Resource progressive discipline up to and including dismissal
- I understand that on-going requests are subject to recertification at the beginning of each calendar year.

- 4.3. The director or their designee forwards the form to AIS via email, inter-office mail, fax, or in person.

- 4.4. If AIS denies the request, the requesters are informed.

- 4.5. If AIS approves the request, the change is implemented.

- 4.6. All requests are scanned and saved to the AIS common network drive.

- 4.7. Each calendar year, exceptions are recertified.

5. DEFINITIONS AND ABBREVIATIONS

5.1. ADOA – Arizona Department of Administration, an agency of the State of Arizona.

5.2. AIS – Arizona Information Services, a section of the Information Services Division (ISD) with the Arizona Department of Administration (ADOA).

6. REFERENCES

6.1. ADOA Policy A800 – IT Security

7 ATTACHMENTS

6.2. None